



## MEMORANDUM OF UNDERSTANDING INTERNSHIP AGREEMENT OF RESPONSIBILITIES

### Introduction

This agreement establishes a basis for mutual understanding between the Sindhudurg District Central Co. Bank and the Padmashri Babasaheb Vengurlekar Mahavidyalaya Pandurtitha for the implementation of the academic activities as joint partners in this relationship. The student intern agrees that he/she is not an employee of the State of Maharashtra, but shall perform services as agreed by the parties hereto.

### Objective of Internships

This internship is designed to strengthen a student's job skills by integrating education with closely related practical work experiences.

### Responsibilities of Faculty Coordinator:

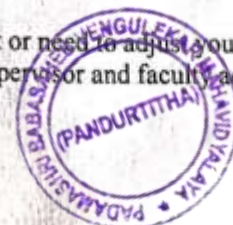
The faculty coordinator assumes overall responsibility for consultation with the bank and interns on objectives, agreements and other job-related tasks. The faculty coordinator is available to the student intern in an advisory capacity with respect to assisting the student intern to achieve the stated objective of the internship. The role of the faculty coordinator involves:

1. Conducting an individual pre-placement orientation and introducing the student intern to the nature and purpose of the internship.
2. Orienting and introducing the company supervisor to the purpose and objectives of the internship.
3. Consulting with the bank supervisor and student intern on a regular basis regarding the student intern's performance.
4. Assuming responsibility for the removal of a student intern from the internship setting, whenever necessary.

### Responsibilities of Student Intern:

As the student intern enters the bank, he or she is expected to assume, as much as possible, the role of a regular staff member. The responsibilities include:

1. Adhering to bank work hours, policies, procedures and rules governing professional staff behavior.
2. Adhering to bank policies governing the observation of confidentiality and the handling of confidential information.
3. Assuming personal and professional responsibilities for his or her actions and activities.
4. Maintaining professional relationships with bank employees, customers and so forth.
5. Utilizing a courteous, enthusiastic, open-minded, critical approach to policies and procedures within the profession.
6. Relating and applying knowledge acquired in the academic setting to the bank setting.
7. Developing a self-awareness in regard to attitudes, values, behavior patterns and so forth that influence work.
8. Preparing for and utilizing conferences and other opportunities of learning afforded in the bank.
9. Being consistent and punctual in the submission of all work assignments to the supervisor and faculty coordinator.
10. Providing the faculty coordinator with periodic progress reports.
11. Notify your supervisor in advance, if you are unable to attend work or need to adjust your schedule.
12. Record, review and sign weekly time logs and submit to agency supervisor and faculty advisor.



**Responsibilities of Bank:**

It is the responsibility of the employer to provide direct on-the-job supervision of the student intern that includes the following:

1. Orienting the student intern to the bank structure and operation.
2. Orienting the student intern to the bank policies and procedures regarding appropriate dress, office hours and applicable leave policies.
3. Introducing the student intern to the appropriate professional and clerical staff.
4. Providing the student intern with adequate resources necessary to accomplish job objectives.
5. Orienting the student intern to the policies and procedures of the personnel department.
6. Affording the student intern the opportunity to identify with the supervisor as a professional staff person by jointly participating in
7. Assigning and supervising the completion of tasks and responsibilities that are consistent with the student intern's role in the bank.
8. Consulting the faculty coordinator in the event that the supervisor becomes aware of personal, communication or other problems
9. Providing regularly scheduled supervisory conferences with the student intern.
10. Participating in joint and individual conferences with the student intern and faculty coordinator regarding the student intern's performance.
11. Submitting an evaluation on the student intern's job performance.
12. Providing guidance to the students regarding bank exams and other competitive exams.

**ACCEPTED AND AGREED:**

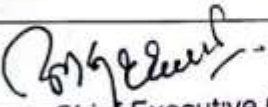
Sindhudurg District Central Co. Bank

Padmashri Babasaheb Vengurkar Mahavidyalaya Pandurtitha

Shri Aniruddha X. Desai  
Representative Name

Shri. Shashikant S. Anarkar  
Representative Name

Signature



Signature

उपाध्यक्ष  
श्री. शशांक तिरुडकर शैक्षणिक अकादमी  
पाणदुरतिठा

Date

Chief Executive Officer  
Sindhudurg D.C.C Bank Ltd  
Sindhudurg nagari 10-02-2021

Date

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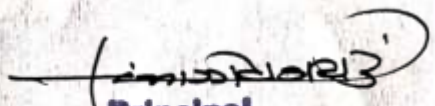
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**Principal**  
Padmashri Babasaheb Vengulekar  
Mahavidyalaya, Pandurtitha